



Course Learning Contract Administrative Procedure

Purpose: WVNCC seeks to provide educational opportunities for students to complete academic degrees and certificates in a timely and reasonable manner. Under special circumstance, it might be necessary to offer a course to an individual in order to meet the graduation requirements through the use of a Course Learning Contract (CLC) or convert a course to a CLC due to low enrollment in the course. A CLC is a contract between the student and the faculty for course and student learning outcomes to be taught in an individualized format, including but not limited to, distance education, on ground, or self-paced format.

Applicability: A CLC is applicable when a student needs a course to graduate, has plans to graduate within the year or at the end of the semester in which the request is made, and will accumulate enough credits to graduate within that time period. It may be requested by the student if the course is not being offered, if the course was scheduled but cancelled, or there is not another section of the same course being offered prior to the student's expected graduation date.

If the course is converted to a CLC, the faculty member may either choose to be compensated at a rate of one-third the adjunct rate per credit hour for both planning (for altering and customizing the course for the CLC) and one-third adjunct rate per credit hour for providing the instruction for the CLC, or, if full-time faculty, they may elect to use the CLC toward their course load at two-thirds of the normal credit hours for the course (1/3 for planning and 1/3 for instruction).

Rationale: The Course Learning Contract (CLC) is a unique but appropriate option for allowing a student who would not otherwise be able to graduate on time to complete their degree requirements through an "independent study". Yet, the CLC should **not** be considered to be an automatic option for any student or mandatory for any faculty member. Rather, CLC is an option of "last resort", reserved only for unusual circumstances and normally only under the principles and guidelines stated by this procedure and agreed to at the discretion of the faculty member who normally teaches the course. If the faculty member who normally teaches the course declines the request to offer the course via a CLC, the division chair or Provost may either decline the student's request, or attempt to find another qualified faculty member who agrees to offer the course via the CLC. If a qualified faculty member cannot be found to offer the CLC, and there is no acceptable substitution for the course, the student will have to wait until the course is offered again to complete it.

CLC's are offered within the context of the community college mission calling for flexibility, accessibility and quality of instruction. By way of this, West Virginia Northern Community College is affirming that courses offered via a CLC are integrity worthy of college credit.

Process: To initiate the CLC approval process, the student is to meet with the appropriate faculty member or division chair to discuss the need for a Course Learning Contract (CLC). If the faculty member agrees to offer the course via a CLC, the faculty member completes the CLC application and provides supporting documents how the expectations of the course will be achieved. The faculty member then has the responsibility of forwarding the completed application to the division chair for approval of the student's application for a CLC. The completed application documents are to be attached to the approval process form. It is the responsibility of the division chair to make a recommendation and to forward the application

with all of the appropriate forms and documentation to the Provost for final approval or denial.

The Chief Academic Officer will forward the CLC documentation to the Registrar's Office no later than the third week of the semester in which the CLC is to be offered. The Registrar will notify all parties by email when the CLC is recorded. Within one week of receiving the completed CLC, the Registrar or designee will notify the student via the student's Northern email of acceptance or denial of the CLC request, and, if approved, *the Registrar or designee will register the student into the CLC. The student is responsible for payment.*

Payment to the faculty member will be processed within 14 days of the date the faculty member submits a grade. In the case of a withdrawal (a "W" grade), the faculty member will receive full payment for preparation time *and* instruction for the CLC if the student has completed 50% or more of the course. If the student is withdrawn before 50% of the course is completed, full payment for preparation time will be paid, but payment for instruction will be pro-rated based on the balance of the percent of the College's refund policy rate for students (see below).

The prorated payment structure for **paying faculty is as follows:**

- If a student withdraws within 10% of the term: 100% planning; 10% teaching payment
- Students completing 11%-25% of the term: 100% planning; 25% teaching payment
- Students completing 26%-50% of the term: 100% planning; 50% teaching payment
- Students completing 51% or more of the term: 100% planning; 100% teaching payment

Revised and approved by faculty assembly 2/21/20

Revised and approved by the Provost 2/25/2020

Revised and approved by Cabinet 5/5/2020